

**ADOPTION PROGRAMS' CONTRACT BUDGET AMENDMENT REQUEST**  
**ACHIEVE ADOPTION SERVICES THROUGH COLLABORATIVE PARTNERSHIPS**  
RFP SVC-08-059  
Virginia Department of Social Services, Adoption Programs Unit  
7 North Eighth Street, 4th Floor  
Richmond, VA 23219

Contract				Contract Number: SVC-08-059			
Title							
Contract Year	2008-2009			Date:			
<b>LATEST APPROVED BUDGET</b>				<b>REVISED BUDGET REQUESTED</b>			
<b>BUDGET CATEGORIES</b>	<b>VDSS FUNDS</b>	<b>CONTRACT MATCH</b>	<b>TOTAL PROGRAM</b>	<b>BUDGET CATEGORIES</b>	<b>VDSS FUNDS</b>	<b>CONTRACT MATCH</b>	<b>TOTAL PROGRAM</b>
Salaries			\$0.00	Salaries			\$0.00
Employee Benefits			\$0.00	Employee Benefits			\$0.00
Postage			\$0.00	Postage			\$0.00
Rent & Utilities			\$0.00	Rent & Utilities			\$0.00
Equipment			\$0.00	Equipment			\$0.00
Printing			\$0.00	Printing			\$0.00
Consumable Supplies			\$0.00	Consumable Supplies			\$0.00
Travel			\$0.00	Travel			\$0.00
Other			\$0.00	Other			\$0.00
Other			\$0.00	Other			\$0.00
Other			\$0.00	Other			\$0.00
Other			\$0.00	Other			\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>INSTRUCTIONS TO CONTRACTORS</b>				<b>JUSTIFICATION</b>			
Submit an original copy for each request and each contract. A narrative statement must support each amendment. Signature must be affixed by the Agency Director or Project Administrator of record with VDSS. Begin justification below. Use additional pages if necessary.							
Signature:							
<b>APPROVAL</b>				<b>NOT APPROVED</b>			
Do not use this space. For VDSS use only.				Do not use this space. For VDSS use only.			